

# **Newport News Police Department Citizen Police Academy for Youth CPAY**

*Offered once a year during the month of June.*



Are you interested in the field of law enforcement?

Gain an “inside” view of what police officers are taught.

Have fun!

Experience some of the same situations police officers do!



**Community Programs Division  
9710 Jefferson Avenue  
Newport News, VA 23605  
(757) 928- 4295**

**Don't miss out! Get your Application in today!**

# NEWPORT NEWS POLICE DEPARTMENT CITIZEN POLICE ACADEMY FOR YOUTH (CPAY) PROGRAM DESCRIPTION

## What is the Citizen Police Academy for Youth (CPAY)?

CPAY provides you with an inside look at local law enforcement. During a one-week, seven hour per day curriculum, police executives, veteran police officers, civilians and volunteers instruct you concerning a variety of subjects pertaining to law enforcement. The participants will have the opportunity to meet with the Chief of Police and staff members. The purpose of the Academy is to:

- Increase understanding through education and interaction with members of the Police Department.
- Give young citizens the opportunity to learn why police officers "can" and/or "can not" do certain things.
- Increase police awareness to dispel suspicions and misconceptions, and increase police/community rapport.
- Create and develop a growing nucleus of responsible, well-informed youth citizens.
- Build lasting and productive partnerships between our Police Department and the communities we so proudly serve.

## How do I apply?

The Citizens' Police Academy for Youth is intended for **youth 14-17 years of age** who wish to learn more about policing in Newport News. You must live in the City of Newport News, or attend school in the City of Newport News in order to attend the Academy. **Participation in the Academy requires a commitment of one week, Monday through Friday from 9:00 a.m. to 4:00 p.m.** Students are encouraged to participate by asking questions and expressing their ideas and concerns to their instructors.

The Newport News Police Department selects Citizens' Police Academy for Youth participants based on a first come-first serve process. Each applicant is required to pass a criminal background check conducted by the Newport News Police Department. Applications for the Citizens' Police Academy for Youth can be obtained from your School Resource Officer or by calling the Newport News Police Department, Community Programs Division at (757) 928-4295. Applicants are notified by mail of their acceptance into the Academy. **Class is limited to no more than 30 youth.**

## What kind of instruction will I receive?

The Newport News Police Department Citizens' Police Academy for Youth is divided into four sections.

<b>(1) Classroom Instruction</b> <ul style="list-style-type: none"> <li>• How to Become A Police Officer</li> <li>• Internet Safety/Sexting</li> <li>• Teen Dating Violence</li> <li>• What to expect when stopped By the Police</li> <li>• When Bullying Becomes a Crime</li> <li>• Commonwealth's Attorney Office</li> <li>• Forensic Services</li> <li>• Marine Patrol</li> <li>• Overview of Communication (911)</li> </ul>	<b>(2) Departmental Tours</b> <ul style="list-style-type: none"> <li>• Newport News Police Department Headquarters</li> <li>• Newport News City Jail</li> <li>• Newport News Courts</li> <li>• Mobile Command</li> <li>• Newport News Police Department Tactical Bus</li> </ul>	<b>(3) Practical Exercises</b> <ul style="list-style-type: none"> <li>• Traffic Stops</li> <li>• High Risk Encounters</li> <li>• Crime Scene Investigation</li> <li>• Finger Printing</li> <li>• Fatal Vision Exercise</li> <li>• You Be the Detective</li> <li>• Team Building Exercises</li> </ul>	<b>(4) Demonstrations</b> <ul style="list-style-type: none"> <li>• K-9 Unit</li> <li>• TACT Team Show &amp; Tell</li> </ul>
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## Is there a graduation?

Upon the completion of the one-week course, a graduation ceremony is held, with the Chief of Police and family members of the graduates participating. Students graduate with an increased knowledge of how crimes are solved, why police do what they do, what the laws are in our state, how the laws apply to young people, and how detectives conduct investigations.



**Newport News Police Department**  
**Citizen Police Academy for Youth (CPAY)**  
PROGRAM APPLICATION



Applications must be complete and signed. **MUST be at least**

**14 years of age and no older than 17 years of age at the start of the Academy.**

Applicants must be either a resident of Newport News or attend school in Newport News.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street Apt. # City, State Zip

Social Security Number: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
(Must Have to Process Application)

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone (if employed): \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Current School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

T-Shirts Size: S M L XL 2XL \_\_\_\_\_ (Circle One) Email: \_\_\_\_\_

Known Allergies & Medications: \_\_\_\_\_

**Please note:** A conviction includes a guilty plea, payment of a fine without court appearance, or a court conviction of a criminal or other offense.

Have you ever been convicted of any felony? \_\_\_\_\_

Have you ever been arrested, convicted, or charged with any offense other than minor traffic offenses? \_\_\_\_\_

If the answer to either of the previous two questions is "yes", please explain in detail including the date, charge, place, and action taken: \_\_\_\_\_

Names, addresses, and telephone numbers of two character references (please do not use immediate family members):

1. \_\_\_\_\_

2. \_\_\_\_\_

How did you hear about the Citizen Police Academy for Youth, and why would you like to attend? \_\_\_\_\_

**I certify that the information I have provided is the truth. I also understand that any attempt to deliberately mislead the course facilitators will result in denial of my application request**

\_\_\_\_\_  
**CPAY Applicant Signature**



**Newport News Police Department  
Citizen Police Academy for Youth (CPAY)  
Monday through Friday**



**9:00 a.m. through 4:00 p.m.**

**EMERGENCY AUTHORIZATION**

I hereby authorize the Youth Police Academy Coordinators to maintain and administer any prescribed medication for my child:

\_\_\_\_\_  
Child's Name / Age

During the Citizen Police Academy for Youth, I hereby give consent and permission to any licensed physician to hospitalize, and secure proper treatment for my child (named above). ***I understand that if my child has a health history of which the instructors need to be aware, I am under the responsibility to provide it.*** This form may be photocopied for use during the program.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

**WAIVER OF CIVIL LIABILITY  
CITIZEN POLICE ACADEMY for YOUTH**

**Date:** \_\_\_\_\_

I hereby waive any and all claims and demands of whatever nature which I have or may hereinafter acquire against the City of Newport News, its officers, the Citizen Police Academy for Youth, its officers or agents, as a result of my permission for my child's participation in the Citizen Police Academy for Youth. I further agree that my child will comply with all the rules of the program and any instructions or orders issued by the program coordinators in connection with the program. ***I understand that parents are required to provide transportation for youth daily. Youth must be picked up promptly at 4:00 p.m. each day.*** Other arrangements must be authorized in writing by the parent. I hereby acknowledge that I fully understand the consequences of this waiver and that it is a voluntary and intelligent act on my part and my child.

\_\_\_\_\_  
Child's Name / Age

Parent/Guardian's Name: \_\_\_\_\_  
Print Name **Parent/Guardian Signature**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the City of Newport News, Virginia.  
Date Month Year



**Newport News Police Department**  
**Citizen Police Academy for Youth (CPAY)**  
**PROGRAM RULES**



1. Each participant must complete an application and submit it along with a signed “*Emergency Authorization*” and “*Release from Civil Liability*” form from participant’s parent or guardian.
2. Be on time to class. If you are going to be more than 15 minutes late, please contact Mrs. White at 928-4295.
3. Except for sickness and emergencies, participants should not be absent from any of the training sessions. Absence from more than 1 complete day of sessions (i.e. 1 morning and 1 afternoon; 2 mornings; or 2 afternoons) will prevent a participant from graduating.
4. Participants are expected to dress in appropriate attire. **Khakis or Dress Slacks with belt needed for Jail and Courts tours.** (Please see attached dress guidelines).
5. Participants shall not be armed at any time during the Academy.
6. Participants shall act in a respectful and courteous manner to the instructors and each other. Profanity and disrespect towards any class participant, officers/civilians or instructors will not be tolerated.
7. Participants **shall not** take photos during the class, either with cameras or cell phones. Photos will be taken during the class and students will be mailed a copy of the photos several weeks after the completion of the academy.
8. Cell phone use will not be allowed during the sessions. All cell phones will remain off during the time the program is in session.
9. Gang symbols, paraphernalia (such as bandanas, beads, etc.) will not be tolerated. Displaying gang signs or symbols will result in the student being asked to immediately leave the program.

**10. The culmination of the week will be the Graduation Ceremony at 4:00 p.m. on the last day of Academy followed by a reception. Parent/Guardian(s), family and friends are highly encouraged to attend.**

I \_\_\_\_\_ certify that I understand the requirements of participating in this program.  
Print Name

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I would like my name to appear on my graduation certificate as follows (please print):

\_\_\_\_\_  
Firstname Lastname

I hereby authorize my child to attend this Citizen Police Academy for Youth. I understand that although at no time will my child be placed in any situations that create a danger to his/her well being, he/she will be placed in close proximity with law enforcement equipment, to include canines, police weapons, and vehicles. I further understand that these situations will be closely monitored by police or other trained personnel.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Citizen Police Academy for Youth Student Dress Code:**

*Please remember that we are trying to foster a mutual atmosphere of respect and learning for the program participants. We do not feel clothing that is extreme, or draws undue attention to you is appropriate. If there is an article of clothing which you are unsure of, that is not covered here, please feel free to ask one of your program coordinators before you wear it. If you decide to wear any clothing that is NOT appropriate, please be aware that you will be asked to leave until you can change clothes.*

*This is an interactive program. If you wear something that will pose a physical or safety hazard to you during the exercises, you will be asked to change or refrain from participating. It is suggested that girls refrain from wearing skirts and dresses during the Citizen Police Academy for Youth because of this.*

### **1. Pants/Shorts:**

*Shorts* must be of proper length, hemmed, and at least reach the tips of the students' fingertips when both arms are hanging at their sides.

*Pants* must fit the student and not sag below the student's hips or be loose enough that they must be held in place with the wearer's hands.

***Khakis or Dress Slacks with a belt must be worn with issued CPAY T-Shirts on for the Newport News City Jail and Newport News Courts visits.***

### **2. Shoes:**

Because of the active role students will be asked to take in the class, please refrain from wearing shoes that are difficult to move in, or which will pose a safety hazard (i.e. extreme platform shoes). Flip flops are not advised.

### **3. Tops/T-Shirts:**

*T-Shirts:* No violent, obscene themes or sexually suggestive designs, or pictures. No shirts glorifying or promoting drugs, gangs, alcohol, or cigarettes. No messages containing profanity or disrespectful to any race, culture or country.

*Tops:* No tops that expose the midriff or naval. No underwear worn as outerwear. No tank tops, halter tops, tube tops, fishnet tops, off the shoulder, or strapless tops.

Thank you for your cooperation. Please understand that all law enforcement personnel have a dress code that they must adhere to for professional and safety reasons. This is not intended to prevent your self expression.

To CPAY Interested Applicant:

Thank you for showing interest in the Citizen Police Academy for Youth. We have received your application and are currently processing your request. In order to proceed, a background check must be completed. You must authorize this background check by signing this form. Please return this Authorization to our office as soon as possible. **Please NOTE: Without signed permission, we WILL NOT process an application for the academy.**

### **Release of Information AUTHORIZATION**

I understand that the Newport News Police Department will be performing a criminal background and driving history check on my child with reference to my child's application for the Citizen Police Academy for Youth.

I hereby authorize the Newport News Police Department to have access to any and all driving record information and criminal information as it pertains to my child. I understand that the Newport News Police Department considers any such information confidential and will not be released to me, or my child.

I further authorize the release of any information that is required to clarify my child's criminal background investigation, be it from any of the following:

- Person references or any person(s) having knowledge regarding my character or reputation;
- Any past or present employer
- Any Judge, Court, or Magistrate;
- Any State, Local, or Federal Law Enforcement Agency;
- Any Attorney-at-Law or other legal entity handling any criminal or traffic-related case related to me;
- Any State, Local, City or County Agency

\_\_\_\_\_  
**CPAY Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**